

1. Go to <http://www.justice.gov/ust/r16/forms.htm> and locate Chapter 11 Forms.
2. Click the Excel icon for the appropriate (Business/Non-business) Debtor In Possession Monthly Operating Report. Note that the forms are offered in two formats; Excel, and Adobe PDF. The PDF forms are not fillable. If you wish to fill the form on your computer, use the Excel format.
3. When prompted with **Open, Save, Cancel** options, click **Save**.
4. Save the Spreadsheet to your computer.
5. From your computer, double-click the spreadsheet that you just saved to open.